

UCI and Grants.gov

Quick Reference

Step #1 – Download and install the PureEdge Viewer software:

- The PureEdge Viewer will allow you to access, complete and submit all grant application packages electronically and securely through Grants.gov.
- PureEdge Viewer was written for Microsoft Windows and has limited capabilities for Macintosh, UNIX, and Linux users. To run PureEdge on a Macintosh computer, Grants.gov has created three options to allow Mac OS 10 users to complete their application packages. The information regarding these options is available at: http://www.grants.gov/resources/download_software.jsp

Step #2 – Identify Grant Opportunities:

- Most funding opportunities are found in the “Find Grant Opportunities” section of the Grants.gov.
- Once a funding opportunity has been located, write down the Funding Opportunity number or the CFDA number, as either of these numbers, will need to be entered manually when the application package is ready to be downloaded.

Step #3 – Download the Application Package and Instructions:

- Each application package and their accompanying instructions are linked to a specific funding opportunity announcement or FOA. Once a funding opportunity has been chosen, enter the Funding Opportunity number or CFDA number, and download the application package and instructions.
- Save the application package, as well as the instructions to your hard drive, as the grant application will be completed on your own computer and not using the Grants.gov Web site.

Step #4 – Complete the Application Package:

- Complete all mandatory fields in yellow or have an asterisk, or the application will not be validated. Answer with zero or N/A if a mandatory question doesn't apply.
- Open and complete all of the forms that are listed in the Mandatory Documents box. Complete the SF424 or SF424(R&R) first, as it pre-populates some of the other forms within the application package.
- Move all completed forms to the Mandatory Completed Documents for Submission box. Additionally, move all of the completed Optional Documents from the Optional Documents box to the Optional Completed Documents for Submission box.
- Click the “Check Package for Errors” button at the top of the screen. If errors are returned, make the necessary adjustments and/or edits. Since all errors are not listed at once, continue checking for errors by re-clicking the Check Package for Errors button until no more errors are listed.
- Click the Save button, to save the final copy of the application package. A dialog box will appear asking how you would like save the PureEdge file. As a suggestion, name the PureEdge file using the PI's last name.
- If the application package needs revising, simply open the appropriate file, make the necessary revisions, click the Check Package for Errors button, and do so until no more errors are listed, and then click the Save button.

Other UCI Vital Information:

- “Legal Name of Applicant” can vary between agencies:
 - » For NSF proposals use: University of California, Irvine.
 - » Proposals from all other agencies use: The Regents of the University of California.
- DUNS Number is 04-670-5849.
- Employer Identification Number (EIN) for UCI is:
95-2226406 or 195-2226406-A1 for NIH proposals.
- For “Type of Applicant” choose:
 - » H. Public/State Controlled Institution of Higher Education – for SF 424 (R&R) version 2.
 - » P. Other. Public, Non-profit, Educational Institution – for SF 424 or SF 424 (R&R) version 1.
- Cage Code is 0VWL0.
- Congressional Districts are:
 - 48 – UCI Main Campus
 - 40 – UCI Medical Center
 - 46 – Long Beach VA Medical Center
- [Grants.gov](http://www.grants.gov) section within the SP Web site.